



TEXAS DEPARTMENT OF HEALTH
AUSTIN, TEXAS
INTER-OFFICE MEMORANDUM

TO: Herman Horn, Chief, Bureau of Regional/Local Health Operations
Regional Directors
Directors, Local Health Departments
Directors, Independent WIC Local Agencies

FROM: Bob Kissel, Acting Chief *BK*
Bureau of Nutrition Services

DATE: May 19, 2000

SUBJECT: Disposal of Records

This memo is to grant permission to all Local Agencies to dispose of records through September 30, 1996. This includes, but is not limited to, certification records, Report of Operations records, food card inventory records, voided food cards, vendor information records, nutrition education records, and Daily Card and Participation Logs.

Federal regulations require that all records be kept for three years after submission of the closeout report for the appropriate fiscal year. Currently, the last year closed out is FY 1999, thus requiring retention of all records since October 1, 1996.

If you have any questions, please contact your State Agency liaison at (5 12) 406-0711.